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**Supply**

**RECEIPT PROCESSING OVERVIEW**

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**AFMAN 23-110, Vol 2, Part 2, Chap 10, is supplemented as follows:**

10.1. The 6th Supply Squadron will use Standard Asset Tracking System (SATS) procedures for receipt processing.

10.3.3. The R28, Receipt Due-in Listing, will be received the third Wednesday of every month.

10.3.4.2. File folders will only be used during Post-Post operations.

10.4.1. Electronic counting scales will not be used.

10.7.2. Stock Control will accomplish research on 356 rejects.

10.15.1. Receipts for Avon Park will be accomplished in accordance with the Host Tenant Support Agreement.

10.15.2. The following procedures will be followed for off base receipting:

10.15.2.1. (Added) Off base organization will notify the Receiving Element of property being received and fax documentation for receipt processing.

10.15.2.2. (Added) After processing actions are complete, Receiving will fax the delivery document to the customer.

10.15.2.3. (Added) The customer will sign the document and fax the signed copy to the Receiving Element. The signed document is given to Document Control Section and the SATS image is moved to History with an explanation.

10.16.1. The following procedures will be followed for off base receipting:

10.16.1.1. (Added) Off base organization will notify the Receiving Element of property being received and fax documentation for receipt processing.

10.16.1.2. (Added) After processing actions are complete, Receiving will fax the delivery document to the customer.

10.16.1.3. (Added) The customer will sign the document and fax the signed copy to the Receiving Element. The signed document is given to Document Control Section and the SATS image is moved to History with an explanation.

10.27.1. Pinpoint Delivery will be responsible for TCTO receipt processing.

10.30.1. Local manufacture items (JBD) will be processed by the Repair Cycle Support Element.

10.34.2. Pilferable/sensitive items received, but not immediately processed, will be kept on the receiving line until the receipts are processed. If the item is held overnight in the Receiving element, the property will be placed in the Local Purchase (LP) cage. No signature will be required when pilferable items are moved within Base Supply.

10.34.3. Pilferable/sensitive items received, but not immediately processed, will be kept on the receiving line until the receipts are processed. If the item is held overnight in the Receiving element, the property will be placed in the Local Purchase (LP) cage. No signature will be required when pilferable items are moved within Base Supply.

10.37.2. The Receiving Element will work the Local Purchase Report of Discrepancy Program. The SF 364 will be used for reporting local purchase discrepancies to the Base Contracting Office.

10.38.5. The Standard Procurement System (SPS) will be used to obtain a DD Form 1155, Order for Supplies or Services, when required.

10.38.9. LP Receiving will process LPAs and LPSs, as necessary, to clear 317 rejects. Coordinate with Stock Control and/or Funds Management on any situation adversely affecting the stockage position or requiring further review by Stock Control.

10.38.9.1. Only MICAP requirements will be processed prior to the input of the LPS. All other assets will be held in a holding area prior to the input of the LPS.

10.40.2. The Resource Control Center (LGSFA) will be responsible for all fuels associated transactions.

10.45.10. Processing of hazardous materiel has been privatized.

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